

☐ UNCLASSIFIED☐ INTERNAL USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Revisions to LI 1-6

FROM:

DC/P&PD/OL

EXTENSION

NO.

OL 1 1918

DATE

14 May 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

18 MAY 1981

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D/L

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FORM 3-62

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USE PREVIOUS EDITIONS

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Copies Management file

14 MAY 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

 Deputy Chief, Printing and Photography Division, OL

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SUBJECT: Revisions to LI 1-6

1. Attached is a revised LI 1-6, per your request. Note that the effective date for the revision remains unidentified, which was done for various reasons. First, a reorganization of the Printing and Photography Division (P&PD) is currently underway and we hope to have it in effect within a very short time. The revised organizational chart of the Division is based on this reorganization. Secondly, P&PD expects to assume full responsibility for the Agency's copier management program either on or before 1 October 1981. We have revised LI 1-6 to include that added responsibility.

2. P&PD desires to have the LI 1-6 currently in existence to remain in force until the aforementioned changes actually take place. Subsequent to the actual occurrences we would provide notification that the revised instruction is ready to release. If you should have any reservations about this procedure please let me know. Otherwise, we will assume that the revision is being held in abeyance pending our action.

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OL 1 1918

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 1-6LI 1-6
ORGANIZATION
Revised 1981

SUBJECT: Mission, Functions, and Delegation of Authority,
Printing and Photography Division, Office of
Logistics

1. MISSION

To develop, implement, and maintain policies, procedures, methods, and standards for the operation of the Agency-wide printing and photography program, and to provide printing and photography services in accordance with

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2. DEFINITION

The term "printing and photography" means the processes and equipment involved in producing copies by offset lithography and letterpress printing; offset duplicating; photography and microphotography; electrostatic, xerographic, and thermographic copying; and similar reproduction processes.

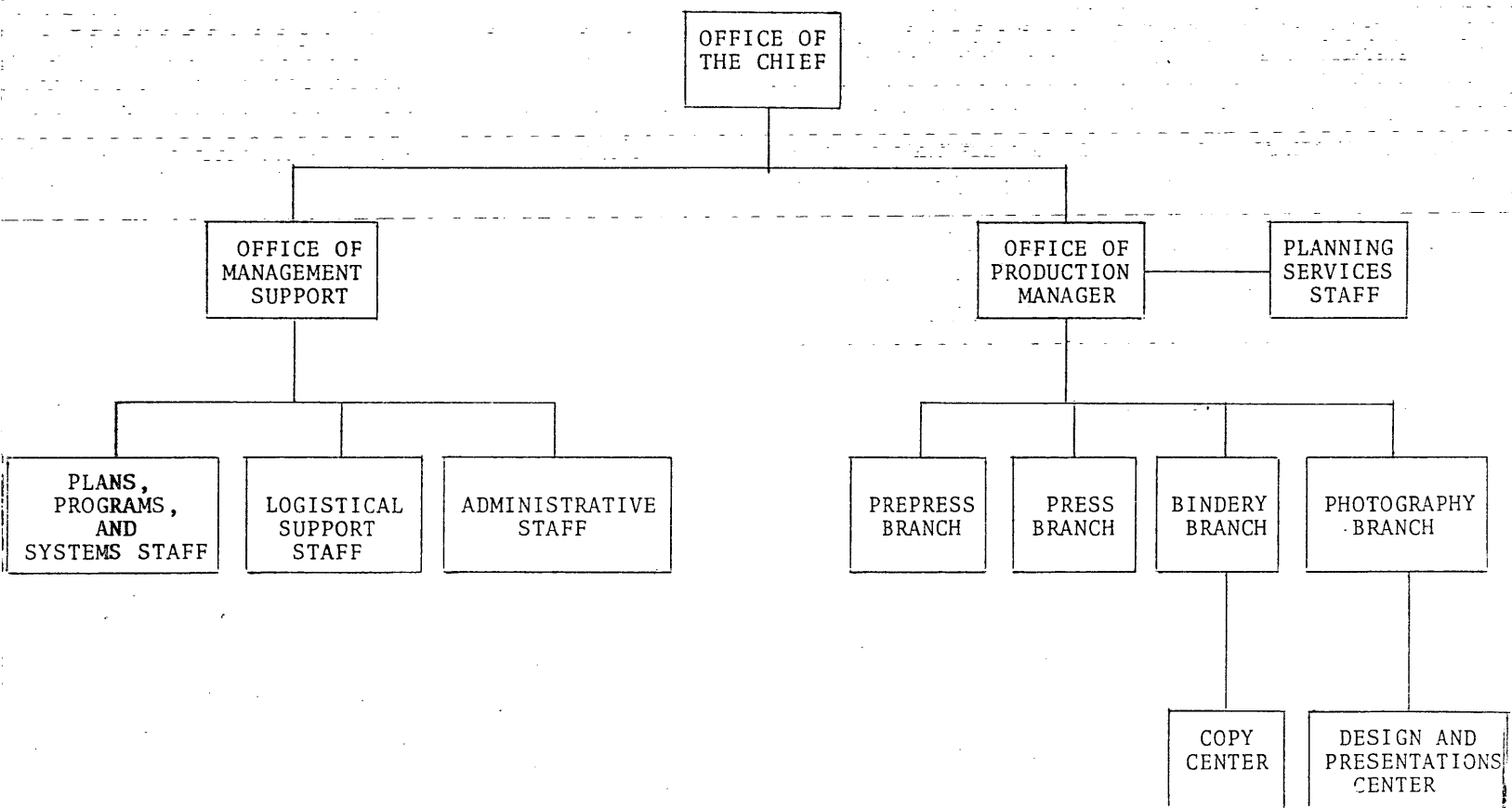
3. FUNCTIONS

The Chief, Printing and Photography Division, or, in his absence, the Acting Chief, shall:

- a. Act as the printing and photography advisor for all components of the Agency, both Headquarters and field, and direct the Agency-wide printing and photography program.
- b. Operate and maintain centralized and special printing and photography facilities at Headquarters and, when necessary, in the field, and obtain printing from the U.S. Government Printing Office, other Government agencies, or commercial sources.
- c. Advise on establishment and operation of special-purpose printing and photography facilities in other Headquarters organizational components; provide technical guidance for printing and photography; and conduct special staff studies on printing and photography services as required.

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ADMINISTRATIVE - INTERNAL USE ONLY



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- d. Review all requests for new and replacement printing and photography equipment for use in Headquarters and/or the field.
- e. Administer an Agency-wide Copier Management Program with final responsibility for reviewing and approving all copying equipment, and to establish programs to ensure the cost-effective and efficient utilization of copiers and related reproduction equipment.
- f. Maintain communication in printing, photography, and related fields with the U.S. Government Printing Office, other Government agencies, and private contractors. Support the Office of Legislative Counsel in liaison with the Joint Committee on Printing, United States Congress. Represent the Agency on other matters pertaining to printing and photography as required.
- g. Provide graphics and visual aids support to all components of the Agency, including computer-generated color graphics and multi-media capabilities.

4. AUTHORITY

- a. The Chief, Printing and Photography Division, or, in his absence, the Acting Chief, is delegated authority to:
 - (1) Execute Printing and Binding Requisitions for services to be obtained from the U.S. Government Printing Office.
 - (2) Approve requisitions for supplies, equipment, services in support of the Printing and Photography Division's mission and functions.
 - (3) Procure expendable supplies from the U.S. Government Printing Office by issuances of purchase orders. A maximum of \$100 per line item and requisition maximum of \$500 is stipulated in this delegation.
 - (4) Appoint accountable officers for personal property maintained under Headquarters Property
 - (5) Approve Reports of Inventory Adjustments to accountable records of Headquarters Property

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- b. Any of the specific authorities itemized above may be redelegated to other Printing and Photography Division personnel by the Chief, Printing and Photography Division, or, in his absence, the Acting Chief. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, Office of Logistics.
- c. The incumbent Chief, Supply and Services Staff, is delegated authority to procure equipment, supplies, services, and repairs of an extraordinary or emergency nature.

5. ORGANIZATION

See Organization Chart on page 2.

JAMES H. MC DONALD
Director of Logistics